

# Narrative

## General Information

County Name: Vanderburgh

Person Performing Ratio Study: Cindy Vaught

Sales Window

Sales window of 1/1/2019 - 12/31/2019 was used for all ratio study section except the Industrial Improved Pigeon in which we used a sales window of 1/1/2017 - 12/31/2019 due to an inadequate number of sales. There was not enough supportive evidence, particularly a lack of paired sales, to accurately time adjust with any confidence.

## Groupings

- Industrial Improved: Center, Knight and Scott Township Grouping: The industrial areas in these townships share similar growth and economic factors. Pigeon Township was not included in the grouping as the industrial areas in Pigeon Township involve different market conditions and growth. This may change as we have seen more growth and improvement in Pigeon Township commercial properties as Downtown Evansville is beginning experiencing a revitalization phase.
- Commercial Vacant: Knight, Perry, Scott and Pigeon Township Grouping: The commercial land in these townships are experiencing a similar market and share like economic factors, access to amenities and infrastructure.
- Commercial Improved: Center, German, Perry and Scott Township Grouping: The commercial areas in these townships share similar economic factors, access to amenities and infrastructure.
- Residential Improved: Armstrong and German Township Grouping: The residential parcels in these townships share similar economic factors and amenities. Both townships contain a large number of agricultural parcels dispersed throughout.
- Residential Vacant: Center and German Township Grouping: The residential vacant parcels in these townships share similar economic factors, and similar rural tracts.  
Knight, Perry and Pigeon Township Grouping: The residential vacant parcels in these townships share similar economic factors, and similar urban tracts.

**AV Increases/Decreases**

If applicable, please list any townships within the major property classes that either increased or decreased by more than 10% in total AV from the previous year. Additionally, please provide a reason why this occurred.

<b>Property Type</b>	<b>Townships Impacted</b>	<b>Explanation</b>
Commercial Improved		
Commercial Vacant		
Industrial Improved		
Industrial Vacant		
Residential Improved	Knights (Tax district 026)	Total increase of \$15,254,100. New construction on 39 parcels resulting in approximately \$7,200,000 of the increase. The remainder of the increase is attributable to land changes, cyclical changes, sales validation changes and trending.
Residential Vacant		

**Cyclical Reassessment**

In order to meet the cyclical requirement by property class type, parcels in the following townships were reviewed:

Armstrong, Center, German, Knight, Perry, Pigeon and Scott

Was the land order completed for the current cyclical reassessment phase? If not, please explain when the land order is planned to be completed.

We plan to complete the land order in Phase 4 of this cyclical reassessment. Land rates and neighborhood delineation are reviewed annually during analysis of vacant land sales and cyclical reassessment.

## Comments

- We had only one valid Industrial Vacant sale. The sale is included on the Industrial Vacant tab of the ratio study but reflect statistics equal to zero.
- We had only two valid Industrial Improved sales in Pigeon Township. The sales are included on the Industrial Improved tab of the ratio study but is not a sufficient number of sales for analysis. The two valid sales were not used in trending any neighborhoods. We do not feel it is appropriate to group Pigeon Industrial Improved with other townships due to the differences in social and economic factors influencing the industrial areas of Pigeon township. The industrial areas are mainly on the outskirts of the township in depressed areas.
- An additional column was added to the Sales Reconciliation File to provide further details on invalid sales with an explanation of “Not Rep of nhbd”. The following guidelines are used for sales in which the price is outside the market range for the neighborhood:
  1. Identify outliers – ratios that fall outside of the defined upper and lower boundaries of a neighborhood or market area.
    - a. Standard deviation method (standard deviations from the mean is used to determine boundaries) or
    - b. Interquartile range method
  2. Analyze outlier ratios to determine whether there is an assessment error in fact that can be corrected or if the sale is a non-market transaction.
    - a. An erroneous sale price
    - b. A non-market sale
    - c. Unusual market variability
    - d. A mismatch between the property sold and the property assessed
    - e. An error in the assessment of an individual parcel
    - f. Data entry errors
  3. Correct any errors
  4. Trim remaining outliers to improve the representativeness of the neighborhood sample

- **Vanderburgh County New Construction Discovery process:**

1. The Vanderburgh County Assessor's Office has a working relationship with the Building Commission which allows us to access their permit database. We view this on a daily basis to initiate field visits for all permits. The process is as follows.
2. The permit is entered into our INcama software to the appropriate parcel/address.
3. A folder is created with a copy of the PRC, a control sheet and permits associated to the visit. These are filed in a "To be collected drawer" by township and parcel id.
4. Data collectors will then pull the permitted folders and route the site visits for the area they will be in that day to data collect.
5. The control sheet is what we use to correspond between the data collectors and the data enterers. They fill out the appropriate field's, date data collected, data collectors initials, number of bathrooms, bedrooms, construction type, percent complete, exterior features etc. They also note the number of pictures taken for in house review and data entry quality control. They also note if this is 100% data collected or if it needs another site visit.
6. If construction is 100% complete it is entered into our INcama software to be assessed according to the Indiana Assessing Guidelines.
7. If it's partially complete it is entered the same as above, but at the appropriate percent complete and flagged to review for the following year.
8. This process is not initiated by a sale.

- Vanderburgh County Effective Age Process:**

We only utilize the effective age process for parcels when sufficient evidence supports a new effective year. That evidence is gathered during the review of a sale, while reviewing permits, during site visits, or cyclical review. We only look at parcels that have done extensive remodeling, not just one or two things. For example, we would not apply an effective age on windows or roof alone. We figure out if the information warrants an effective age to be applied, or if we should track the information we receive. For parcels that have done some work, but not something we would apply an effective age for (example: electrical update or replacing flooring) we fill out an Effective Age Sheet and track.

When reviewing parcels, anything less than average condition and any home with multiple permits goes through a process of trying to call the taxpayer to schedule an appointment, sending a letter, or following up with the Building Commissioners Office to see what inspections have been done, or where the taxpayer is at in the process.

We do not apply an effective age for basement or attic remodels.

Effective Age Review - Data Sheet						
Parcel ID: (auto code)						
Address:						
Original Year Built		Effective Year on PRC		Year Remodel		
New Effective Year: 0						
Item	Percent of Total	% of Remodel	Year of Update	Sale	Permit	Taxpayer
<b>Dwelling:</b>						
Plans, Permits, Survey	2					
Excavation, Forms, Water/Sever Hookups	4					
Concrete	8					
<b>Exterior:</b>						
Rough Framing/Trusses (21)	11					
Rough Framing/Side Walls, Floor Joist (21)	10					
Windows & Exterior Doors	2					
Roof cover	3					
Exterior cover	6					
<b>Kitchens:</b>						
Built-in Cabinetry/ Doors Trim (13)	9					
Plumbing Fixtures (8)	5					
Light fixtures and finish hardware (2)	1					
Built-in appliances	3					
<b>Bathrooms:</b>						
Built-in Cabinetry/ Doors Trim (13)	4					
Plumbing Fixtures (8)	3					
Light fixtures and finish hardware (2)	1					
<b>Exterior Remodel:</b>						
Historic doors	3					
Roughed in Electric & Mech Rewire (11)	8					
Roughed in Electric & Mech CB (11)	5					
Neighborhood painting	4					
Interior drywall (3) Painting (4)	12					
Insulation	1					
Total % Remodel		100				
Reason for Review: Sale <input type="radio"/> Permit <input type="radio"/> Per Taxpayer <input type="radio"/>						
Reviewed by: _____ Supervisor Approval: _____						

Employees will fill out the Data Sheet. Supervisors will fill out the Calculator. Make sure you have the correct one selected when printing or filling out.

Any areas you see that have ( ) after the Item means that that Item was broken down in other areas.

We will rarely use the Dwelling Category and nothing in the Exterior Category should be selected on its own to use or track unless Rough Framing was done. So, if the sale listing states that the roof was replaced, unless Rough Framing was also done, we would not select Roof cover at all.

Interior Drywall and Painting are grouped together because if drywall was not replaced, we would not select painting.

If you are reviewing based off a sale, also check to see if there were any permits pulled, and check that column as well if needed.

Make sure to select the Initial Reason for Review at the bottom.